

# Observation of Practice Template

# Guidance

During the placement, all students need to be formally observed in several different ways whilst undertaking many different tasks. Informal and formal observations of the student at work will give insight into their learning and development.

To meet the requirements, all students must be observed on at least 3 occasions during the first placement, and at least 4 occasions during the final placement. Two observations must be completed by the Practice Educator, the other observation/s can be done by another member of staff.

At least one observation must be completed and submitted to the Placement Tutor before the Midpoint Review meeting. Observations must be referred to in the student’s Midpoint Review and Final Report.

An important part of the completed observation document is the student’s recording of the theories they used to understand the situation, as well as the legal and policy context for the intervention.

All observations must include feedback from the person with lived experience who is being observed. Thought must be given to how this can be best achieved**, including considerations of power and the impact on the person / their family.** Where someone is unable to give verbal or written feedback, non-verbal feedback should be included, and verbal/ written feedback from a carer/ supporting member of staff should also be included.

PART 1: To be completed by the student and observer

To be completed in advance of the observation

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| **Name of student:** |
| **Name of observer:** |
| **Date of observation:** |
| **Venue (e.g. office or home visit):** |
| **Please confirm that the service user/carer has been asked and given permission for this observation to go ahead:**  Signature of Observer:  ---------------------------------------------------------------------- |
| **Please outline the planned arrangements for the observer to gather feedback from the person with lived experience or their carer:** |

# PART 2: To be completed by the student

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| **Give a brief background to the piece of work:**   * What is the organisational context? * What is your role? * What are your objectives in carrying out this work? * What responsibilities do you have? * What is the situation of the person with lived experience /other people with whom you will be working?   **Will you be working with other professionals? What are their roles?** *Maximum 300 words* |
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| **Which professional capabilities are you hoping to demonstrate? Refer to the PCF** *Maximum 200 words* |
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| **How did you prepare for the intervention? Include details of discussions in supervision** *Maximum 300 words* |
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# PART 3: To be completed by the student after the interview/meeting

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| **Initial Reflection: Record what you did during the intervention, why you did it and what was achieved: Were your objectives for the intervention achieved, in full or in part? Why/ why not?** *Maximum 500 words* |
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| **Which theories, law and policy informed your intervention?** *Maximum 200 words* |
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| **What skills did you use?** *Maximum 200 words* |
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| **What were your own feelings about this situation before, during and after the observation? What aspects of the situation engaged your social work ethics and values? Did you encounter any ethical dilemmas?** *Maximum 300 words* |
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| **What have you learned from this intervention and how will you use this to improve your practice in the future?** *Maximum 300 words* |
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# PART 4: To be completed by the observer (after the student has completed parts 2 and 3)

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| **Please provide a holistic summary of the student’s capability as demonstrated in the direct observation of practice. Illustrate this with specific examples, including quotes where appropriate. This should be linked to the PCF.**  *Please identify strengths and areas for development. Any concerns should be raised with the Student’s Practice Educator and communicated to the Placement Tutor.* |
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| **Feedback from Person with Lived Experience /Carer about their experience of the observation*-*** *this section must be completed. It will usually be most appropriate for the Observer to gather the feedback* |
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| Signed (observer): | Date: |

# PART 5: To be completed by the student after discussing the feedback with their Practice Educator:

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| **Critically reflect on the feedback from the observer and the other people involved. Answer the following questions with reference to social work theory, ethics, law and theory:**   * What did you learn from the feedback? * Did the feedback change your perspective on what happened? * Did the feedback change your feelings about the situation and your role? * What might you differently in future?   *Maximum 300 words.* |
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# PART 6: Action plan to be agreed by Practice Educator and Student:

***This section should be completed and agreed within 5 working days of the observation***

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| **What areas for development have been identified in supervision? Identify 3 new learning objectives** |
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| **What actions will you take to meet your learning objectives? How will this be reviewed? Please complete the table below:** |
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| --- | --- | --- | --- |
| Learning Objective | Planned Action – by who? | How will we know objective is achieved? | Review Date |
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| Signed (Practice Educator): |  |
| Signed (Student): |  |